TOSHIBA STRATAGY VOICEMAIL SYSTEMS - SYSTEM ADMINISTRATION FLOWCHART

PRESS VOICEMAIL KEY OR DIAL VOICEMAIL EXTENSION

When system answers, press *

Enter user I.D. 999

Enter security code 999 997+ #

MAIN MENU

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1 Play messages

1	play message
*1	replay message
2	save message
3	delete message
4	pause play back
5	forward message
6	reply to sender
74	message date/time
77	switch old/new
9	return to previous menu

2 Send messages

enter recipients' user I.D.

record message after tone

press # key to stop recording

press # key to send

or

1	review message
2	re-record message
3	append
71	set urgent status
73	return receipt request
8	future delivery
**	cancel msg/go to main menu
9	return to previos menu

3 Manage mailbox

1	change greeting ………..
2	change user options …..
9	return to previous menu

CHANGE GREETING

1-7 to select greeting

1	review greeting
2	re-record greeting
#	stop recording
9	save recording

USER OPTIONS

3	change security code
6	record your name
9	return to previous menu

8 System Admin

1	record system announcement
2	delete sys announcement
3	record busy hold music
4	manage users ………………….
5	add new users ………………….
6	set time/date
*	review system status
9	exit

1	lock user
2	unlock user
3	reset user
4	delete user
5	security code
9	cancel

enter user i.d.press 1 to confirm

1	enter first name
2	enter last name
3	enter extension
9	save
*	cancel

to exit

0 to return to Co. greeting